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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 September 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 38, 16 September - 23 September 1958

1. In a conversation with Mr. [] Training Officer of Records Integration, Mrs. [] suggested that the content of his talk be changed to avoid repetition of the coverage which precedes his presentation. Apparently this matter had already been brought to the attention of Mr. [] Chief RI, and the suggestions Mrs. [] made will be incorporated in the lectures to be given in both Operations Support and Clandestine Services Review.

2. A request from NEA was received for [] to be tutored in Finance and enrolled in the November Administrative Procedures. Her ETD date to a Class B Station is January 1959. Since there is sufficient time before her departure, Mrs. [] felt that Operations Support and Budget and Finance Procedures would better equip Miss [] to carry out her duties as a GS-9 Administrative Assistant. Mrs. [] suggested this to NEA and DDP Training Officers. NEA Personnel Officer stated that the schedule as shown on the "Request for Internal Training" was the only solution as other training also had to be accomplished during this period. However, agreement has been reached with NEA that all future requests for tutorial training in Class B Procedures will be referred to this office prior to making arrangements with the Finance Division. This is in accordance with the agreement reached in the meeting called by Mr. [] which we reported on 3 September (Weekly Report No. 35).

3. Mr. [] gave a lecture on Logistics Support in Intelligence Orientation.

4. Mr. [] discussed pouching and transportation problems in the WE area with Mr. [], Logistics Officer, WE.

5. Miss [] worked with Mr. [] Graphics, on ideas for a new visual aid for the Name Checks lecture.

6. Mr. [] attended the Office of Personnel staff meeting.

7. Mrs. [] attended the briefing given by *Asst to the* DDI on handling of Critical Intelligence.

SEE REVERSE FOR DECLASSIFICATION ACTION

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